

Job Announcement



Job Title	Finance Officer	Report to	Senior Finance Officer
Work type	Full time	Location	Sulaymaniyah
No. of Vacancies	1	Deadline for Apply	2021/10/23

Job Purpose

We are seeking a finance officer who is responsible on assisting the senior finance officer in the organization. Assisting in the preparation of budgets, managing records and receipts, reconciling daily, monthly and yearly transactions, and participating in audit process.

Duties and Responsibilities

- Manage data, records, and reports by checking for errors and verifying accuracy of information
- Prepare receipts, vouchers, invoices, etc. for entry into data sheets
- Assist in preparation of financial statements and reports
- Assist in creating and setting budgets.
- Update and maintain financial records.
- Prepare spreadsheets for data entry, including budgets, accounting information, etc.
- Independently prioritize daily tasks and responsibilities.
- Assist with processing of fund transfer requirements.
- Data reconciliation services (bank reconciliation, accounts reconciliation and analysis)
- Participate in evaluation committee.
- Supporting senior finance officer in preparing annual financial statements submitted to DNGO.
- Contribute to the process of financial auditing from the donor.

Person Specification

- Bachelor's degree in accounting, finance, or related field preferred
- Excellent communicator, both spoken and written English and Arabic is a plus.
- Strong knowledge of bookkeeping and accounting principles, good organizational skills, and working knowledge of accounting software.
- Strong organizational and time-management skills
- Minimum 2 years' experience in accounting and Finance in NGO's.
- Excellent knowledge of **MS Excel functions**.

How to apply?

please use the link below; First, copy the link and paste it into your browser, press enter

fill out the job application form and upload your CV and click Submit

Link: <https://ee.humanitarianresponse.info/x/qapuvgEQ>

Note: Only short-listed candidates will be contacted for an interview.

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